

MEMORANDUM FOR: DDCI

Bob:

I would like to hold the Deputies accountable in this area rather than create another group.

Harry Fitzwater would be responsible for coordinating equipment procurement and maintenance and developing and maintaining an Agency-wide inventory of equipment.

Any press?
[Signature]

Date 20 Jan 1982

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15 JAN 1982

NOTE FOR: Executive Director
FROM : Chief, Planning Staff
SUBJECT : Television Advisory Panel

Attached, for your signature, is a charter for a CIA Television Advisory Panel. This Panel is a follow-on to the previous (1975-1980) Presentational Means Steering Group which went out of existence when its chairman and members were transferred to other duties.

This Panel is being established as a result of a short study of TV production usage in CIA which we did for Admiral Inman as a result of an employee suggestion to integrate the facilities for and management of TV production facilities in CIA. Principal actions from Admiral Inman's review of the study were:

- continue separate facilities
- form the advisory group
- conduct an Agency-wide inventory of TV equipment

We have already initiated the inventory through the DDA. We have also co-ordinated this draft charter with all the Directorates, O/Comptroller, and O/Personnel. ✓

Upon issuance of the charter we will hold the first meeting of the group to:

- select a permanent Chairman
- get agreement on some definitions needed for the inventory of Agency TV production equipment



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